SIS2000+ Training Manual

Creating Special Programs

Using Special Program Editor

Purpose

Special Programs is specifically used for defining the attributes of special programs (such as bilingual education, hearing impaired programs, speech therapy classes, etc.) offered by the district or state as well as federally sponsored Special Education programs. Most special programs defined here will be used by the Program History program to enroll and track students, unless they have been defined as Special Education, in which case they can only be processed in the Special Education program.

Training Objectives

Adding a new program

Editing Program Codes from a previously added program

Understanding Special Education Program Codes and Non Special Education Program codes

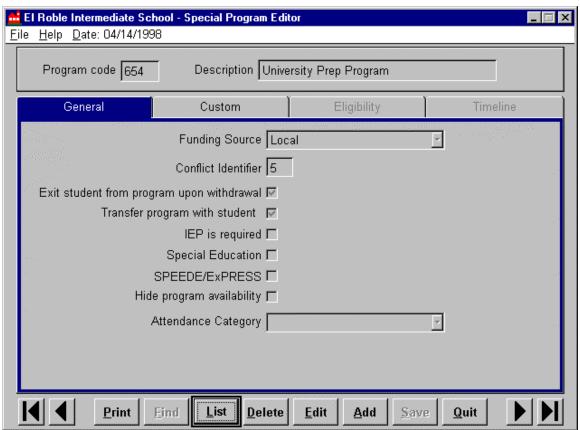
Accessing Special Programs

From the SIS2000+ Main Menu, click on the Services and Programs button. From there, click on the Special Programs button.

Create a Special Program

Launch **Special Programs** from the Services and Programs menu. Use the **VCR buttons** or the **List** feature to select a Special Program.

If the Special Program is not found, press the ADD button to create one.



Special Programs: "General Screen"

General Screen

The Special Program editor settings are blank by default.

Funding Source – select the source of funding for this Program.

Conflict Identifier - a user-defined number assigned to programs that are mutually exclusive, (i.e., programs that a student cannot be enrolled in simultaneously, for reasons of funding). The Program History application, to check for conflicts in a student's curriculum, will use this identifier. The system will not allow a student to be enrolled in two programs with the same Conflict Identifier at the same time.

Exit student from program upon withdrawal - when this field is checked, the system exits the student from this program in the event the student transfers to another school. If not checked, the special program will be continued in the destination school.

Transfer program with student upon exit from school - check this to authorize all data from this special program to be transferred to another school if the student is transferred.

IEP Required - check this field if Individualized Education Plan is required for this special program.

Special Education - check this field if this program qualifies as a federally funded Special Education program. When this field is checked the "Timeline" information screen will be activated.

NOTE: If Timeline data has been entered and this box is subsequently unchecked, the Timeline data will be deleted.

Speede/Express - check this box if the program has a Speede/Express code

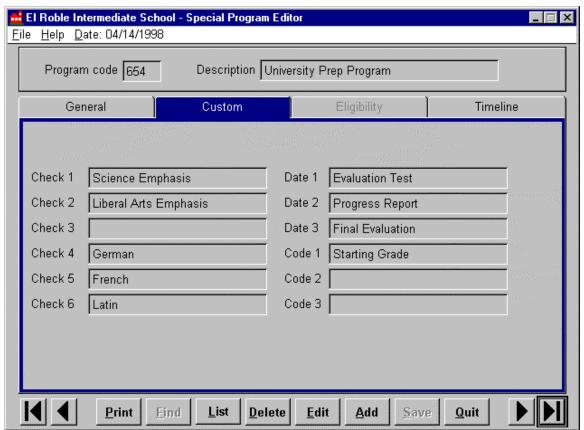
Hide Program Availability -check this field to hide this special program from user selection in the Program History application. Such as in a case where the program is not yet offered by the District and thus cannot be attended. This function is the same as the "SN Hide" feature of the Table Editor.

Attendance Category - selected from drop-down list. Categories are defined in the Table Editor according to district policy.

Custom Screen

Each Special Program is allotted twelve user-defined fields for tracking purposes. These fields will appear as data entry prompts when enrolling a student into a special program. The field names are defined in this "Custom" information screen.

There are three types of fields: Check boxes, Date fields, and Code fields. The text entered in each field will appear as field labels in the Program History program. The defining of Custom fields is optional.



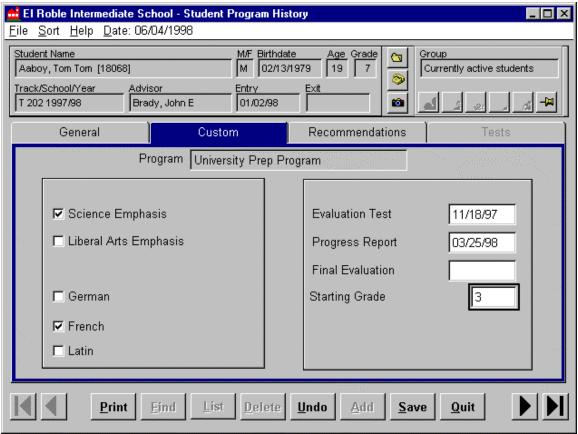
Special Programs: "Custom Screen"

Check (1-6) - enter descriptive labels for logical yes/no check boxes to appear in the Program History application.

Date (1-3) - enter descriptive labels for date fields to appear in the Program History application.

Code (1-3) - enter descriptive labels for alphanumeric code fields to appear in the Program History application.

Below is an example of what those fields look like in use in the Program History Application:



Program History "Custom Screen" showing custom codes in use.

When you are done defining Programs, and you go into the Program History application to track which students are in which Program(s), you will be able to use the custom codes and fields that you defined to enter in any detail information for a selected student's participation in a Program.

When you are done making any custom definitions, click Save.

If this is not a Special Education Program, you are done creating a new Program.

The 'Eligibility' feature is not yet implemented, so that tab will remain grayed out.

If the Special Education flag was checked-off on the 'General Screen', you can now access the 'Timeline' tab and create the Timeline for this Special Education Program.

Creating a Special Education Timeline

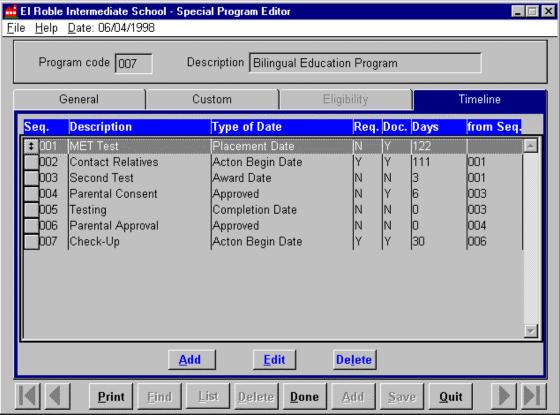
Special Education programs must be implemented through a sequence of events, often called the "Special Education Process" or "due process." This sequence is defined in the Timeline screen of the Special Programs Editor. The Timeline screen can only be accessed if the Special Education flag was checked-off on the 'General Screen'. The sequence can be rearranged, one event can be designated as dependent on another event, and a variety of other requirements and attributes can be defined as well. Though the events in the due process are defined here, the fulfillment of this due process is tracked on a per recipient basis in the Special Education application.

Timeline Screen

Each event on the timeline has a sequence number, a description, a type of date, an indicator of whether the event is required, whether the event involves sending a document, and the number of days after the "from sequence" number during which the event needs to occur.

The position of events along the timeline may be changed. If there is a dependency defined from one event to another, the link will be preserved even if the sequence changes.

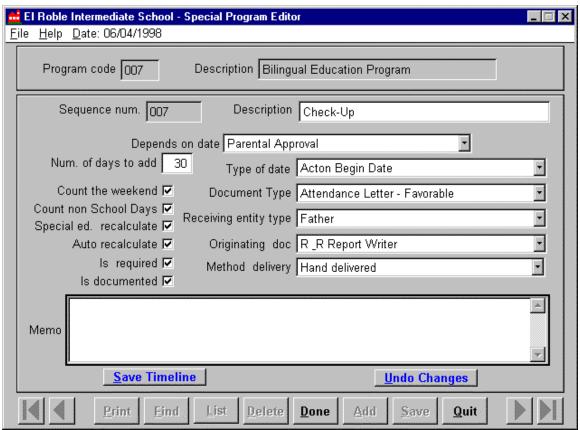
Events can be re-ordered by going into Edit mode and clicking on the small gray box to the immediate left of the sequence number and dragging the event to the space where it belongs on this Timeline summary screen.



Sample Timeline.

Add Timeline Events

To Add an Event to a Timeline, click on **Edit** at the bottom of the screen, and then click on the blue **Add** button.



Special Education Timeline Point Add/Edit screen.

Sequence num.(ber) -a number designating the sequence of this event in the due process. This number is automatically generated at the time this event is first added. This number can be changed only by re-ordering the events as described above.

Description – the name of the event.

Depends on Date - this field will refer to another event that has already been defined in the sequence. Make a selection of previously defined events from the drop-down list. If there are no previous events, the field will be "<Unset>."

Num. of Days to add - number of days allowed to complete the event in the due process. This is also the number of days to add between events for dependant events. This value will be displayed in the Days field in the Timeline list.

Count the Weekend - check this box to count weekends in the Number of days to add field.

Count non School Days - check this box to count non-school days (such as holidays) in the Number of days to add field.

Special Ed. Recalculate - check this field to automatically recalculate number of days to add and due date for subsequent events that are dependant (via linking) on this event. Calculations are done in the Special Education module.

Auto recalculate - check this field to automatically recalculate number of days to add and due date for subsequent events that are dependant (via linking) on this event. Calculations are done in the Program History module.

Is required - this field is checked if the event is required in the due process. If it is unchecked, the event is optional.

Is documented - this field is checked if there is a document associated with this event.

Type of Date - completed events may be dated in a variety of ways when they appear in the SIS2000+ Special Education module. The type of date is defined here first, such as Effective Date, Expiration Date, Received date, and so on.

Document Type - select the type of document related to this event that was used to verify or notify someone of it.

Receiving entity type - select the type of person or institution that must receive the associated document.

Originating doc - select the printed format that was used for the associated document.

Method delivery - select the method of delivery used for the associated document.

Comments - a text memo field.

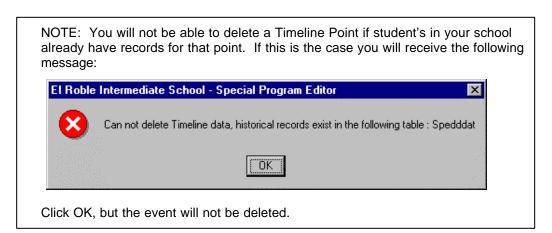
When you're done, click Save Timeline.

Click **Undo Changes** to abort.

Edit/Delete Timeline Events

To Edit or Delete a Timeline Event, click on **Edit** at the bottom of the screen. Highlight the event to Edit or Delete and then click the appropriate blue button (**Edit** or **Delete**).

- ?? If you've clicked Edit, make the necessary changes and click Save Timeline when you're done.
- ?? If you've clicked Delete, confirm that you want to delete the Timeline Point by clicking OK.



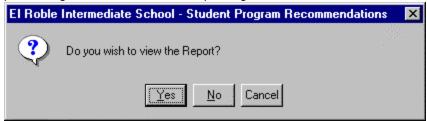
Print Special Program Information

Essential attributes defined for a Special Program can be printed in a one-page report.

Find a program to print using the **VCR buttons** or the **List** command. This will only print the information for the Special Program you have currently selected.

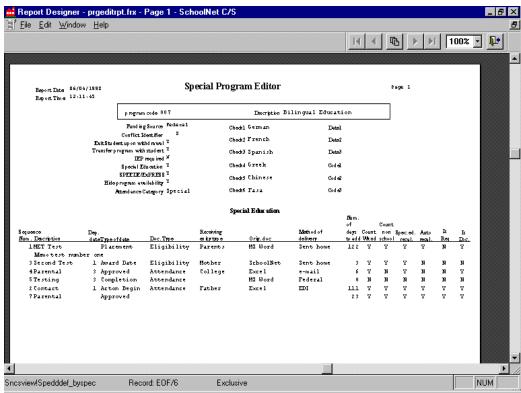
Click the **Print** button at the bottom of the screen.

In the dialog box that appears answer "Yes" to preview the report, "No" print the report without previewing it, or "Cancel" to abort printing.



If "Yes" was selected in the previous step, the report preview open.

If all is satisfactory, click on the exit door icon to close the preview and continue with the printing procedure.



Special Program summary print-out.

A dialog box appears with the prompt, "Send Report to Printer?" Answer "Yes" to print or "No" to cancel the printing process.

What's Next?

Now that Student Programs and Special Education Programs are defined, you may place students into them and track the progress of each student in either **the Program History** application (for non-Special Education uses) or in the Special Education application.

You may also wish to track the recommendations given by teachers for placement of students into special programs. This can now be accomplished through the **Program Recommendations** application.